

## INSTRUCTIONS

Read all forms and instructions before starting. Fill out forms by printing in blue ink or typing. Do not fill in un-numbered blanks on forms. You may attach additional pages to forms if you need more space.

**NOTICE:** If your case proceeds by default, the court will sign the final order about 60 days after Petitioner serves the court papers on Respondent. Asking for temporary orders before a response is filed may prolong your case.

**Notaries:** Some forms must be signed in front of a notary. Notaries are at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

### **STEP 1: READ THE NOTICE TO BOTH PARTIES**

### **STEP 2: FILL OUT THE PETITION**

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Petitioner's name as it appears on the petition that started this case.
- (3) Enter Respondent's name as it appears on the petition that started this case.
- (4) Enter the case number as it appears on the petition that started this case.
- (5) List each temporary order you want and the reason you want it. Example of an order: "Award me temporary custody of the children." Example of a reason: "If my spouse has custody, the children will have to change schools."
- (6) If you are asking for temporary child support:
  - (a) Complete a Parent's Worksheet for Child Support Amount (available in the Self-Help Center packet *Arizona Child Support Worksheet, Guidelines, and Instructions*).
  - (b) Attach the Worksheet to the Petition.
  - (c) Check the box on the Petition.
- (7) If you are asking for temporary spousal maintenance or an award of attorney's fees:
  - (a) Complete a Spouse's Affidavit of Financial Information (available at the Self-Help Center).
  - (b) Attach the Affidavit to the Petition.
  - (c) Check the box on the Petition.
- (8) Enter the number of witnesses you expect to bring to the hearing, aside from yourself and the other party.
- (9) Read the Petition and make sure that you understand everything in it and that everything in it is true. Sign in front of a notary.

### **STEP 3: FILL OUT THE ORDER TO SHOW CAUSE**

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Petitioner's name as it appears on the petition that started this case.
- (3) Enter Respondent's name as it appears on the petition that started this case.
- (4) Enter the case number as it appears on the petition that started this case.
- (5) Enter the other party's name.
- (6) Enter each temporary order you listed on the Petition for Order to Show Cause.

### **STEP 4: FILE THE FORMS WITH THE COURT**

Take or mail the original and two copies of the following to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001.

- ☐ Petition for Order to Show Cause
- ☐ Order to Show Cause
- ☐ Notice to Both Parties
- ☐ If applicable, Parent's Worksheet for Child Support Amount
- ☐ If applicable, Spouse's Affidavit of Financial Information

The Clerk will stamp your copies with the filing date and return them to you for your records. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the date-stamped copies to you.

**STEP 5: THE COURT WILL MAIL YOU A CONFORMED COPY OF THE SIGNED ORDER TO SHOW CAUSE**

The judge will write in the time and date of your hearing on the Order to Show Cause and sign it, and the court will mail you two copies. These are called "conformed" copies.

**STEP 6: SERVE THE ORDER TO SHOW CAUSE ON THE OTHER PARTY**

After the court mails you the signed Order to Show Cause, follow the INSTRUCTIONS: SERVING COURT PAPERS ON THE OTHER PARTY in this packet to serve the following on the other party at least five days before the hearing. If you fail to complete service on time, you may delay your case or you may need to start the Order to Show Cause process all over again.

- ☐ A copy of the Petition for Order to Show Cause
- ☐ A conformed copy of the Order to Show Cause
- ☐ A copy of the Notice to Both Parties
- ☐ If applicable, a copy of the Parent's Worksheet for Child Support Amount
- ☐ If applicable, a copy of the Spouse's Affidavit of Financial Information

Find the hearing date on a calendar. Starting on the day before the hearing, count off five work days backwards on the calendar. Do not count weekends and holidays. You must complete service by that date.

**STEP 7: GO TO THE HEARING**

Go to the hearing. Bring the following.

- ☐ Your witnesses, if any
- ☐ Three copies of your evidence
- ☐ If you want the court to enforce an order, a copy of that order
- ☐ A copy of the Petition for Order to Show Cause
- ☐ A copy of the Order to Show Cause
- ☐ A copy of your proof of service
- ☐ If applicable, a copy of the Parent's Worksheet for Child Support Amount
- ☐ If applicable, a copy of the Spouse's Affidavit of Financial Information

See the Self-Help Center packet *Representing Yourself in Court* for general information about representing yourself at a hearing. Generally, the court allows no more than 30 minutes for an Order to Show Cause hearing, so be prepared.